



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REGISTERED DIETITIAN III	35	B	10.222
REGISTERED DIETITIAN II	33	B	10.226
REGISTERED DIETITIAN I	31	B	10.235

SERIES CONCEPT

Registered Dietitians provide nutritional care and diet therapy for individuals and groups in institutional, clinic, research, community and residential settings and provide nutrition education to patients and families in accordance with accepted professional practices and standards.

Develop, implement and monitor individual and group dietary plans; review data from patient's medical file; interview patient for information regarding medical and nutritional history, physical activity, and other factors; assess anthropometric, biochemical, clinical, dietary, feeding and behavioral data, and potential for drug-nutrient interactions; determine appropriate energy and nutrient needs.

Identify nutrition education needs; develop and provide education and technical assistance to patients, families, and care givers related to normal and therapeutic nutrition; instruct individuals preparing food regarding proper food handling procedures including preparation methods, safety and sanitation techniques.

Document dietary plan in patient records; review charts for changes in physician orders; prepare written reports, records and summaries; ensure compliance with applicable regulatory standards.

Participate in interdisciplinary treatment team meetings to obtain and provide information concerning patients treatment and progress, and coordinate treatment efforts with other team members as required in the assigned setting.

Plan and conduct training and orientation sessions for professional, technical and other support staff; research current nutritional literature, recommendations and practices and present new nutrition information and policy developments.

Establish written priorities, policies and procedures for the provision of nutritional services; ensure conformance to local, State and federal licensure and funding guidelines; maintain program records and evaluate services; prepare reports and statistics, and participate in developing the nutrition services budget.

Monitor and oversee of food service contractors; spot check foods delivered or prepared by contractors and vendors to ensure consistent food preparation, proper food handling, sanitation and safety practices, and efficiency and accountability of food service; provide instruction and orientation to new employees and food service staff; plan and/or approve institutional menu to ensure nutritional adequacy.

Supervise subordinate clerical and/or technical staff by training, evaluating and documenting work performance, conducting case conferences as needed, and implement in-service training to ensure continuity of care and compliance with clinic and agency standards as assigned.

Communicate with vendors and other local and State agencies including providing information regarding agency/program policies, procedures and objectives and by checking or following up on complaints regarding services and products provided.

Perform related duties as assigned.

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CLASS CONCEPTS

Registered Dietitian III: Under general direction, incumbents supervise lower level professional and support staff as assigned and provide nutrition related services at the advanced journey level in one of the following assignments:

- (1) *Special Children's Clinic:* Incumbents provide screening, assessment, intervention, monitoring and transition services to at-risk patients from birth to six years old to achieve optimal nutrition and growth; prescribe and monitor therapeutic diets for genetic metabolic disorders (birth through adult), to protect mental abilities and physiological functioning; and provide case management and coordination of services to assigned patients; or
- (2) *Nevada Mental Health Institute/Southern Mental Health Food Services:* In addition to nutrition screening, assessment, intervention, monitoring and transition services, incumbents negotiate and administer food service contracts for a comprehensive hospital and associated residential treatment facilities; ensure contractors are providing services in compliance with contractual agreements and that contracted staff meet appropriate experience, health, and other qualification standards; and verify that monthly billing for meals and snacks is calculated in accordance with daily census data, meal/snack orders and cancellation forms.

Registered Dietitian II: Under direction, incumbents perform professional dietitian duties described in the series concept. This is the journey level class in the series.

Registered Dietitian I: Under general supervision, incumbents receive training and gain experience in providing professional nutritional care and services described in the series concept. This is the entry level class in the series.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Experience in pediatric nutrition including treatment of children with metabolic disorders and early intervention for developmentally delayed children ages birth to three years is required for some positions in this series and will be designated at the time of recruitment.
- * A master's degree from an accredited college or university with major work in nutrition, public health nutrition, or dietetics may be substituted for one year of the required work experience.

REGISTERED DIETITIAN III

EDUCATION AND EXPERIENCE: Current certification by the Commission on Dietetic Registration and three years of professional experience as a Registered Dietitian, two years of which were in a clinic, hospital, or similar health care setting. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: nutritional care for patients with special health care needs which may include metabolic disorders, chronic and digestive diseases; program planning processes including writing program goals, objectives and evaluations; nutritional care of patients with substance abuse problems, mental illness and/or drug/nutrient interactions. **General knowledge of:** nutritional care for patients with developmental problems. **Ability to:** provide case management and coordination of services to assigned patients; provide technical assistance to other agency and community programs; write concise, logical, and grammatically correct correspondence and reports; read, interpret and incorporate local, State and federal regulations and

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MINIMUM QUALIFICATIONS (cont'd)

REGISTERED DIETITIAN III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

requirements into agency/program policies and procedures; evaluate nutrition education programs and materials; develop and conduct training and orientation sessions in pediatric, adolescent and adult nutrition for other professionals, and technicians; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: nutritional care for patients with developmental problems; agency policies and procedures related to nutrition services and personnel management.

REGISTERED DIETITIAN II

EDUCATION AND EXPERIENCE: Current certification by the Commission on Dietetic Registration and one year of professional experience as a Registered Dietitian. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: nutrient content of foods; nutritional requirements of children, adolescents and adults; biochemistry, microbiology, and physiology as applied to dietetics; appropriate food preparation, delivery, service and storage methods and techniques; social, cultural and economic issues impacting diets and nutrition for children, adolescents, adults, families and individuals. **Ability to:** interpret program/facility policies and procedures; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: food safety and sanitation requirements; food quality and grading standards; facility inspection standards and auditing procedures; State and community resources in nutrition and public health; principles and practices of supervision; local, State and federal regulations related to food and nutrition services. **Ability to:** formulate and write clinic/facility objectives to address service delivery problems; supervise subordinate clerical/technical staff including planning, organizing, and evaluating work; assess staff training needs, and organize and conduct training for professionals, paraprofessional and clerical employees; work cooperatively as a member of a multi-disciplinary team; operate a personal computer to facilitate nutritional status assessment, develop and/or evaluate menus, and prepare other special reports.

REGISTERED DIETITIAN I

EDUCATION AND EXPERIENCE: Current certification by the Commission on Dietetic Registration as a Registered Dietitian. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current dietary guidelines; nutritional assessment methods; patient rights and confidentiality standards. **General knowledge of:** nutrient content of foods; nutritional requirements of children, adolescents and adults; biochemistry, microbiology, and physiology as applied to dietetics; appropriate food preparation, delivery, service and storage methods and techniques; meal and menu planning for individuals with special dietary problems; food safety and sanitation requirements; food quality and grading standards; facility inspection standards and auditing procedures; social, cultural and economic issues impacting diets and nutrition for children, families and individuals; food purchasing and consumption practices of individuals and families; principles of therapeutic nutrition. **Ability to:** assess nutritional status of patient/client; provide nutrition counseling to individuals and families; develop educational materials and provide nutrition education in group settings; interpret health and nutrition related data; evaluate dietary needs in relation to growth, development, and health; interview clients to obtain dietary and other information; develop, implement and monitor individual and group dietary plans; establish and maintain cooperative working relationships with co-workers, outside agencies, vendors, and the public.

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MINIMUM QUALIFICATIONS (cont'd)

REGISTERED DIETITIAN I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
These are identical to the Entry Level Knowledge, Skills and Abilities required for Registered Dietitian II.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.222</u>	<u>10.226</u>	<u>10.235</u>
ESTABLISHED:	6/30/78R 9/14/78PC	11/17/83R 4/13/84PC	6/30/78R 9/14/78PC
REVISED:	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC
REVISED:	10/19/90PC		
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC